



GENERAL ADMINISTRATION CLERK

The Town of Sullivan's Island seeks to hire a part-time, seasonal administration clerk to support the General Administration and Police Departments, located at Town Hall. The position will be about 30 hours per week and run April to September. The job will entail data entry, front desk customer service, fielding and transferring incoming phone calls and other general administration duties as assigned.

The qualified candidate will be professional with strong customer service skills, have knowledge of Microsoft Office products and the ability to learn proprietary Town software. High school diploma or equivalent required. Applicant must be at least eighteen (18) years old, meet all pre-employment standards and have a valid SC driver's license. Hourly wage will depend upon qualifications.

Please submit a complete general employment application along with resumes and other relevant information. The general employment application can be found on the Town website <https://sullivanisland.sc.gov/government/employment-opportunities> .

Direct questions and complete application packets to Pamela Otto, Human Resources, at (843) 883-5744 or potto@sullivanisland.sc.gov , or mail to PO Box 427 (ATTN: Pam Otto/HR), Sullivan's Island, SC 29482.